

PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
06 September 1988 - 13 September 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

A. Work related to Family Day activities continues to come in daily to the Office of Logistics, Printing and Photography Group. P&PG is trying to schedule all jobs for Family Day as they come into the plant. These jobs contain agendas, indicate areas which are to be opened and their times, speakers and guests in the auditorium and numerous other events. [REDACTED]

B. The Office of Logistics, Printing and Photography Group continued its expansion of the bar coding project last week with several new hand held bar code readers being distributed to Etecs and Bindery and Reproduction Center (B&RC). Also, two new Intermec 8625 Bar Code Label Printers were installed in the same locations. Training sessions will be held this week on the printing of bar code labels with the Intermec Printer. The focus of this project is to further automate the compilation of production statistics within P&PG. [REDACTED]

C. The Office of Logistics, Printing and Photography Group (OL/P&PG) has been testing the electronic version of collecting copier meter readings by placing bar coded labels on a small group of copiers. The labels have a bar coded serial number unique to each copier and by scanning the serial number with a bar code reader and keying in the meter reading, this data can be uploaded into the Agency Copier Management Program data base automatically. So far, testing has gone well. Complete implementation is planned for 26 September 1988 when it will be possible to collect all of the Agency's copier meter readings through the use of the bar code scanners. [REDACTED]

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25X1 D. The Office of Logistics, Printing and Photography Group
(OL/P&PG) reports that Current Production and Analytical Support
(CPAS) editor, [REDACTED] is still involved with the Comptrollers
"spreadsheet" tables which are edited by CPAS and then passed
25X1 through the VM System to the P&PG Atex system for composition. Mr.
[REDACTED] and contractors from TRW (working for the Comptroller)
continue to pass VM files to P&PG to test minor changes to style and
content. This ongoing project could tie up at least one compositor
for the next few months. P&PG held a meeting on Monday, 12
25X1 September, to discuss this issue with representatives from CPAS and
the Comptrollers office. [REDACTED]

25X1 E. On Wednesday, 7 September, the Office of Current Production
and Analytical Support (CPAS) tasked the Office of Logistics,
25X1 Printing and Photography Group (OL/P&PG) with producing 50 copies of
a multi-color map for use in a Congressional briefing concerning the
25X1 Warsaw Pact Operation. The laser color copier and overtime were
used to satisfy the next-day COB deadline. [REDACTED]
[REDACTED]

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I. On Thursday, 8 September, the Office of Logistics, Printing and Photography Group (OL/P&PG) received a call from the Office of the Director of Central Intelligence (DCI) on behalf of [redacted] Special Assistant to the DCI, requesting videotape support. The subject is a walking tour of the DCI's office to be conducted by [redacted] on a day when Judge Webster will be out of his office. The videotaping has been scheduled for 14 September, and will be shown at the DCI Area Secretarial Conference to be held 28-30 September at the Bavarian Inn in Shephardstown, West Virginia. [redacted]

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Report
to JDA
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IV. Management Activities and Concerns:

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A. On Friday, 9 September, two supervisors from the Office of Logistics, Printing and Photography Group (OL/P&PG) drove to Carlstadt, New Jersey, at the invitation of Fuji Photo Film U.S.A., Inc., to view their 23VE enlarger/processor. The supervisors found the mini-lab to be very promising. The Fuji mini-lab is the only one on the market today with cropping abilities and a monitor preview system that enables the operator to see the actual print cropping and color balance before it is processed. The Fuji mini-lab would enable the P&PG to print awards jobs and custom printing jobs without print testing, saving time, labor and materials. [redacted]

B. As of late Friday, 9 September, the Office of Logistics, Printing and Photography Group had four priority jobs, totaling more than 1,800 prints, awaiting production via the color laser copier. Two of these priorities were already late, and the other two were due on 12 September. Overtime was used during the weekend to

satisfy these requirements. While the laser produces a highly acceptable product at less cost and with quicker turnaround than more conventional reproduction methods, it has opened the door to a whole new production consideration. In addition to the walk-in customers, some of whom are capable of self-service and others that require assistance, the types of jobs referenced above are vying with traditional production activities for production personnel time.

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